

# **Information Technology Policy Committee (Meeting Minutes from September 30, 2004)**

**ITPAC Members Present** – Edward Blum (Providence), Mike DiConti (Sully), Susan Hoffman (Mason), Anne Kanter (League of Women Voters), Paul Leslie (Braddock), Maribeth Luftglass (FCPS), John Skudlarek (Mt. Vernon), John Yeatman (Springfield)

**ITPAC Members Not Present** – Thomas Haser (Fairfax Chamber of Commerce), Emily McCoy (Lee), Thomas Mukai (Federation of Citizen Associations), Jack Littley (NV Technology Council), Suresh Shenoy (Dranesville), Kathryn Walsh (At-Large Chairman), Bill Young (Hunter Mill)

**DIT Staff Present** – David Bartee, Gordon Jarratt, Greg Scott, Dave Demeny, Lynn Hadden, Robin Randall

**Chief Information Officer** – David Molchany

**Courtroom Technology Team** – Jane Deliee and Drew Kassick (Circuit Court), Afsaneh Tibbs and Paula Ohlandt (General District Court), Letha Braesch (JD&R Court), Dinese Drake (Office of the Sheriff), Cathy Spaine (DPW), Debra Dunbar (DMB), Gary Quinn (DCCP), Ann Todd (Admin. JD&R), Steve Brundage and Steve Wells (DIT)

## **1 – ITPAC Committee Matters**

***Approval of Minutes:*** Meeting called to order at 8:18 a.m. The meeting began with a review of the meeting minutes from the June 24, 2004 meeting. The minutes were approved.

***Membership Matters:*** As of this date, Jack Littley, has not submitted financial disclosure. David Bartee will attempt to contact Mr. Littley regarding this matter.

## **2 – Presentations**

### **Court Technology**

#### **Introduction**

Presentation on the Courthouse expansion; current plans are to expand the Jennings building to more than twice its current size. 15 additional courtrooms are planned to be added to the existing 26 courtrooms for a total of 41 courtrooms. The current planned breakdown among the three courts is as follows: Circuit Court will add two new courtrooms to their existing 16, General Court will add two new courtrooms to their existing 12, Juvenile Court will be adding nine courtrooms and relocating to the new facility. Two new, shelled courtrooms are planned to be added and will be shared by all three Courts for various purposes.

### Construction Update

The groundbreaking for the new building took place in August 2004 and the construction is ongoing. Completion of the new addition is planned for January 2007. The existing courtrooms and building will require significant renovations. Renovations to existing courtrooms are not included in the ongoing construction and expansion funding appropriations. There is currently no funding set aside for renovations to the existing courtrooms.

### Courtroom Technology Project

The project will develop a working prototype courtroom to use as a guide for the courthouse expansion and future renovations, and to determine and assess courtroom technology needs and requirements. The prototype project is a cooperative effort of the Circuit Court, General District Court, Juvenile and Domestic Relations Court, Office of the Sheriff, DPWES, DIT, DCCCP, and DMB. The Courtroom Technology Team consists of the following individuals: Jane Deliee and Drew Kassick (Circuit Court), Afsaneh Tibbs and Paula Ohlandt (General District Court), Letha Braesch and George Spack (J&DR Court), Dinese Drake (Office of the Sheriff), David Bartee and Rick Wilhelm (DIT), Ellen vanHully-Bronson (also Project Manager for Construction) and Cathy Spaine (DPWES), Debra Dunbar (DMB), Steve Brundage, Steve Wells, and Gary Quinn (Technology Infrastructure and Cable /Communications). Ad-hoc members include Nancy Lake (Clerk of the Court, General District), Jennifer Flanagan (Clerk of the Court, J&DR), Ann Todd (Admin, J&DR). ITPAC posed a question of why the County Attorney's Office is not represented on the team. The team was authorized by the Chief Judge of the Circuit Court. All outside entities have been included in the planning processes, including the bar association, commonwealth's attorney, Police, etc. These outside entities did not have a staff that they could dedicate to the project, but they have been kept informed and provided updates as needed.

### Courtroom 21

Courtroom 21 is a joint project of the College of William & Mary Law School and the National Center for State Court in Williamsburg, VA. Courtroom 21 has offered to provide all necessary courtroom technology design and assistance for the Fairfax Court Technology project. With assistance from Courtroom 21, the Court Technology team has completed Phase I of the project plan, which provides a recommended design for the prototype for courtroom 5E at the Circuit Court.

### Electronic Evidence Presentation (Kassick)

Evidence presentation technologies include: document cameras, audio cassette players, video type (CD/DVD/VHS), smart boards, and computers. These electronic evidence devices allow jurors to simultaneously view evidence and can be used to portray documents or information from remote locations (such as video arraignments). The plan is for video displays for every 2 jurors. We are currently discussing if this is a possible expenditure for every courtroom.

### Remote Testimony (Deliee)

Video conferencing capabilities will allow remote witness or participants to appear in the courtroom in a display device. Civil Court will be utilizing this technology, but Criminal Court and J&DR still has the issue of defendants facing their accusers. Juvenile detention centers and probation officers could be allowed to review remotely. Major Law offices already facilitate the use of remote testimony. ITPAC questioned the security of web video and if they can be intercepted. Our response is there are encrypted technologies available and we would be using secured feeds (closed circuits).

#### Audio/Visual (Quinn)

Enhanced audio/visual technologies will be implemented to support all courtroom activity. Equipment will include: Microphones/Speakers for the witness stand, attorney stand and judge; with a control system set up for the judge in order to use white noise for “side bars,” computer connections and display terminals with a Plasma/LCD screen display behind the witness seat, attorneys will have a display terminal, and a display terminal for every two jurors, Cameras for recording proceedings and to provide open feed for reporters, enhanced listening devices with includes a translator microphone, and security cameras.

#### Video Arraignment (Drake)

Video arraignment is proposed as part of the last jail expansion with a facility set aside for a “mini-courtroom” in a secured part of the jail. Video arraignment will allow the courts to reduce the inmate movement between jail and courthouse, would allow us to eliminate movement of high-risk inmates, reduce staffing requirements for arraignment and reduce time. Courts will be allowed to use video depositions and video conference to satellite office.

Office of the Sheriff will have a video arraignment pilot which the Courtroom Technology Prototype will support. This will enable judges and court staff to evaluate the process and enable the Sheriff’s Office to validate advantages, which will result in an informed decision for the next steps and clearer idea of costs for the system.

#### Electronic Wayfinding (Tibbs and Ohlandt)

As part of the Courtroom Technology Pilot Project, General District Court will test the effectiveness of an electronic wayfind system designed specifically to help citizens locate their courtrooms by utilizing plasma screens which documents are uploaded and displayed. The electronic system will scroll through the docket at regular intervals and display names and courtroom assignments located near the courtrooms. This will provide citizens an efficient way to located their assigned courtroom, and reduce congestion and confusion for citizens.

#### Electronic Document/Case Management (Braesch)

The Electronic Document/Case Management is an automated tool that supports a case from initiation, through motions and pleadings, scheduling and trial, to ultimate resolution. Integrated electronic case management systems support docketing. This system will be able to capture documents as they are created and can accessible by remote and have public access. The Courtroom Technology Project members are working with vendors to include IVR to interface with web IVR to be able to use data from the web data. The current infrastructure does not support because of volume.

#### Connectivity and Power Floor (Wells)

The use of a modern, power floor for connectivity will be tested for the possible future implementation for all courtrooms. There is currently an issue to modify the architecture plans to be able to implement this product. The team visited the Library of Medicine at NIH in Bethesda for a demonstration of the product at a facility that has already implemented this product. The product offer “plug and play” connectivity and was highly recommended by NIH. Courtroom 21 recommends and endorsed this project.

### Court Conclusion

A project plan is in place and a contractual consultant agreement has been established with the Courtroom 21 project. A finalized specifications list of courtroom technological equipment recommendations, provided by Courtroom 21, is currently being reviewed and procurement plans are commencing. The Power Floor (sold as Powerful) installation was completed in September 2004, and the prototype is planned to be fully implemented by January, 2005. This prototype will serve as a guide and assess courtroom technology needs and requirements. At this time, only the prototype for Courtroom 5E has been funded. The prototype will be used to determine additional funding requirements for future courtroom needs.

### **Public Web Access: ITPAC Web Site Update**

Greg Scott presented to the members the new ITPAC website. Greg agreed to send a broadcast URL to members, link to dates that show agendas and minutes. Also included in the site is a “members only” section, in order for members to review minutes and the annual information technology acquisition plan.

DIT offered to give ITPAC a tour of the Emergency Operations Center (EOC) in the near future, possible at the October meeting.

**MEETING ADJOURNED: 9:52 am.**

**Next Meeting, October 28, 2004, 8:15 am, Room 232C, Government Center**